



## NATIONAL INNOVATION SUMMIT AND SHOWCASE

Gaylord National Resort & Conference Center  
National Harbor, MD  
May 12-16, 2013

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **National Innovation Summit and Showcase**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

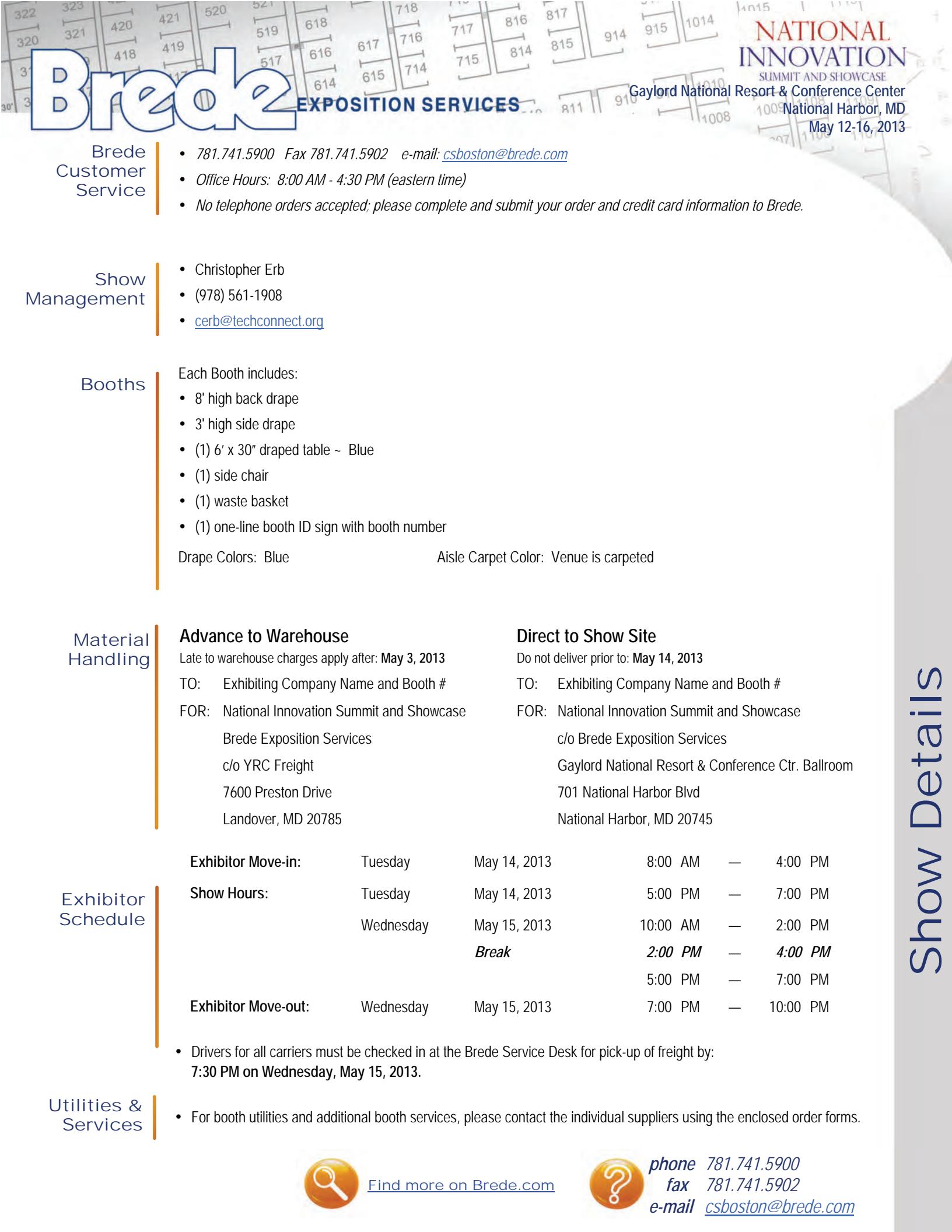
Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's National Innovation Summit and Showcase Customer Service Representative at [csboston@brede.com](mailto:csboston@brede.com).

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

# Brede



# Breck

## EXPOSITION SERVICES

## Brede Customer Service

- 781.741.5900 Fax 781.741.5902 e-mail: [csboston@brede.com](mailto:csboston@brede.com)
- Office Hours: 8:00 AM - 4:30 PM (eastern time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede

## Show Management

- Christopher Erb
- (978) 561-1908
- [cerb@techconnect.org](mailto:cerb@techconnect.org)

## Booths

#### Each Booth includes:

- 8' high back drape
- 3' high side drape
- (1) 6' x 30" draped table ~ Blue
- (1) side chair
- (1) waste basket
- (1) one-line booth ID sign with booth number

### Drape Colors: Blue

Aisle Carpet Color: Venue is carpeted

## Material Handling

## Advance to Warehouse

Late to warehouse charges apply after: **May 3, 2013**

TO: Exhibiting Company Name and Booth #

FOR: National Innovation Summit and Showcase  
Brede Exposition Services  
c/o YRC Freight  
7600 Preston Drive  
Landover, MD 20785

## Direct to Show Site

Do not deliver prior to: **May 14, 2013**

TO: Exhibiting Company Name and Booth #

FOR: National Innovation Summit and Showcase  
c/o Brede Exposition Services  
Gaylord National Resort & Conference Ctr. Ballroom  
701 National Harbor Blvd  
National Harbor, MD 20745

## Exhibitor Schedule

|                            |           |              |                |   |                |
|----------------------------|-----------|--------------|----------------|---|----------------|
| <b>Exhibitor Move-in:</b>  | Tuesday   | May 14, 2013 | 8:00 AM        | — | 4:00 PM        |
| <b>Show Hours:</b>         | Tuesday   | May 14, 2013 | 5:00 PM        | — | 7:00 PM        |
|                            | Wednesday | May 15, 2013 | 10:00 AM       | — | 2:00 PM        |
|                            |           | <i>Break</i> | <i>2:00 PM</i> | — | <i>4:00 PM</i> |
|                            |           |              | 5:00 PM        | — | 7:00 PM        |
| <b>Exhibitor Move-out:</b> | Wednesday | May 15, 2013 | 7:00 PM        | — | 10:00 PM       |

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **7:30 PM on Wednesday, May 15, 2013.**

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

## Utilities & Services

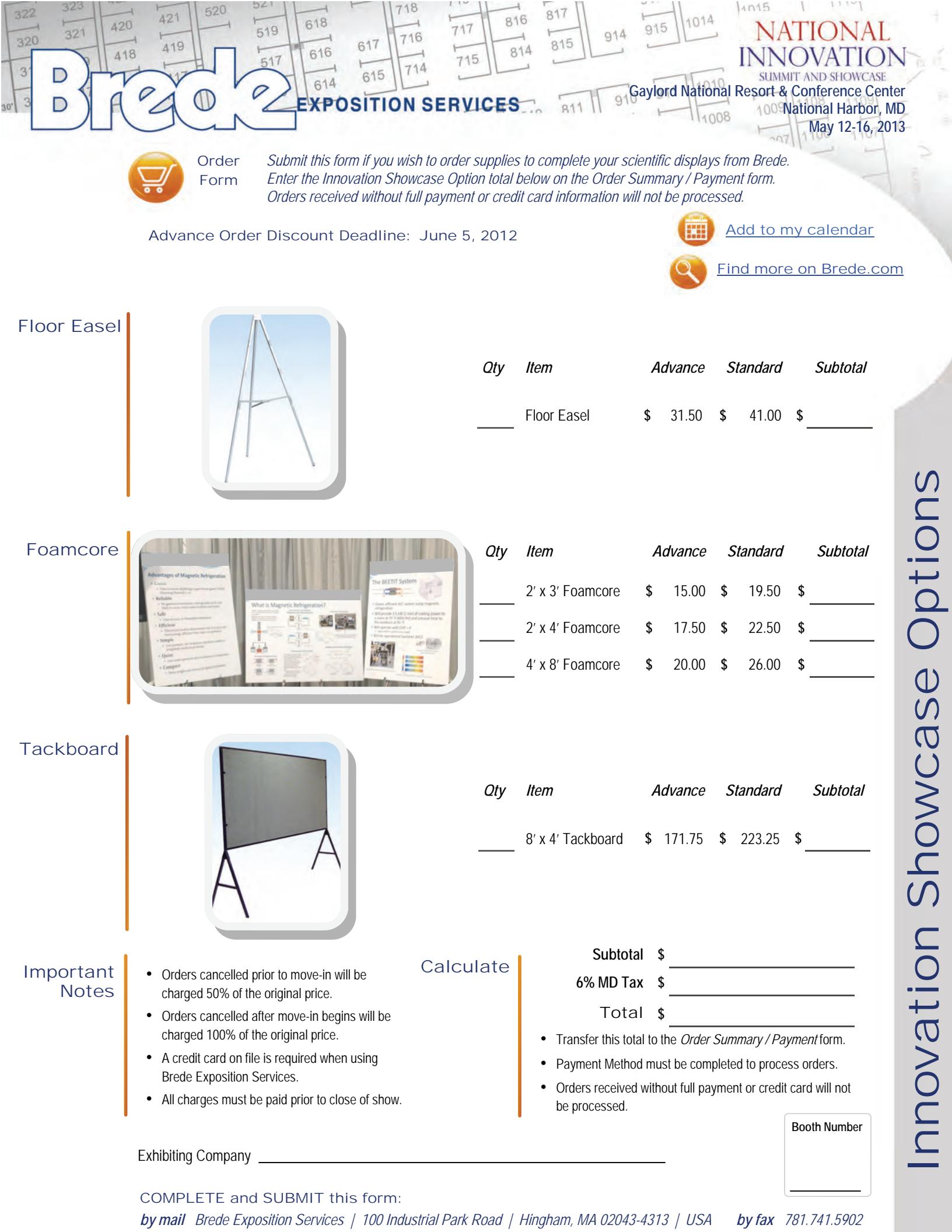


Find more on Brede.com



phone 781.741.5900  
fax 781.741.5902  
e-mail [cshoston@brede.com](mailto:cshoston@brede.com)





# Brecke EXPOSITION SERVICES

# Gaylord National Resort & Conference Center National Harbor, MD

May 12-16, 2013



## Order Form

*Submit this form if you wish to order supplies to complete your scientific displays from Brede. Enter the Innovation Showcase Option total below on the Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: June 5, 2012



[Add to my calendar](#)



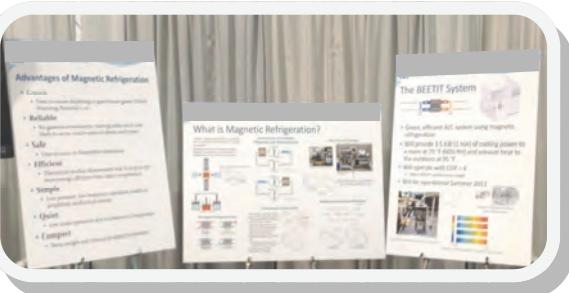
Find more on Brede.com

## Floor Easel



| <i>Qty</i> | <i>Item</i> | <i>Advance</i> | <i>Standard</i> | <i>Subtotal</i> |
|------------|-------------|----------------|-----------------|-----------------|
|            | Floor Easel | \$ 31.50       | \$ 41.00        | \$              |

## Foamcore



| <i>Qty</i> | <i>Item</i>      | <i>Advance</i> | <i>Standard</i> | <i>Subtotal</i> |
|------------|------------------|----------------|-----------------|-----------------|
|            | 2' x 3' Foamcore | \$ 15.00       | \$ 19.50        | \$ _____        |
|            | 2' x 4' Foamcore | \$ 17.50       | \$ 22.50        | \$ _____        |
|            | 4' x 8' Foamcore | \$ 20.00       | \$ 26.00        | \$ _____        |

## Tackboard



| <i>Qty</i> | <i>Item</i>       | <i>Advance</i> | <i>Standard</i> | <i>Subtotal</i> |
|------------|-------------------|----------------|-----------------|-----------------|
|            | 8' x 4' Tackboard | \$ 171.75      | \$ 223.25       | \$              |

## Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

Subtotal \$ \_\_\_\_\_  
6% MD Tax \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number

---

COMPLETE and SUBMIT this form:

COMPLETE and SUBMIT this form: \_\_\_\_\_  
*by mail* Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA      *by fax* 781.741.5902



## EXPOSITION SERVICES

# NATIONAL INNOVATION

Gaylord National Resort & Conference Center

## National Harbor, MD

May 12-16, 2013



## Information Form

*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.*

## Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.



Find more on Brede.com



*phone* 781.741.5900  
*fax* 781.741.5902  
*e-mail* [csboston@brede.com](mailto:csboston@brede.com)

# Limits of Liability



## Information Form

*Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.*

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

## Advance Shipments to the Warehouse

## Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in**.
- Shipments received at the warehouse after **May 3, 2013** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

## Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

## Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

## Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or  
Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

## Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

## Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.



Find more on Brede.com



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e-mail [csboston@brede.com](mailto:csboston@brede.com)





## EXPOSITION SERVICES

# Gaylord National Resort & Conference Center National Harbor, MD

May 12-16, 2013

May 12-16, 2013



## Information Form

*Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.*

## Material Handling Documentation

## Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

## Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: National Innovation Summit and Showcase  
Brede Exposition Services  
c/o YRC Freight  
7600 Preston Drive  
Landover, MD 20785

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by May 3, 2013 to avoid late charges.**

Direct to  
Show site  
Shipping  
Address

TO: Exhibiting Company Name and Booth #  
FOR: National Innovation Summit and Showcase  
c/o Brede Exposition Services  
Gaylord National Resort &  
Conference Ctr. Ballroom  
701 National Harbor Blvd  
National Harbor, MD 20745

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than May 14, 2013 during move-in hours.**

## Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

## Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



Find more on Brede.com



phone 781.741.5900  
fax 781.741.5902  
e-mail [csboston@brede.com](mailto:csboston@brede.com)

# Material Handling Information

Material Handling Rates



**Brede**  
EXPOSITION SERVICES

**NATIONAL INNOVATION SUMMIT AND SHOWCASE**  
Gaylord National Resort & Conference Center  
National Harbor, MD  
May 12-16, 2013



Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.  
Use the rates and calculator below to estimate your material handling charges.  
Enter the Material Handling Estimate below on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

### Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

| Description  | 200 lb minimum charge |
|--|-----------------------|
| Advance to Warehouse: Crated                             | \$153.00              |
| Direct to Show site: Crated                              | \$132.25              |
| Advance to Warehouse: Special Handling                   | \$191.25              |
| Direct to Show site: Special Handling                    | \$165.25              |
| Direct to Show site: Uncrated, Unskidded, or Wrapped     | \$229.50              |
| Advance to Warehouse/Direct to Show site: Small Packages | \$45.00 each          |

**Material Handling Rate**  
Rates below include any applicable OT charges per 100 lbs

**Additional Services**

|   |                      |
|---|----------------------|
| Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after May 3, 2013 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.   | \$27.00 per 100 lbs. |
| Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.   | \$160.00 round trip  |
| Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece. |                      |

**Select:**  Advanced  Direct

**Calculate Estimated Material Handling Charges**

| Carrier(s)   | Tracking # or Shipped From | Date of Arrival | # Pieces | Est. Weight CWT | Rate per CWT | Estimated Cost 200 lb minimum |
|--|----------------------------|-----------------|----------|-----------------|--------------|-------------------------------|
|  |                            |                 |          |                 | X            | = \$                          |
|  |                            |                 |          |                 | X            | = \$                          |
|  |                            |                 |          |                 | X            | = \$                          |
| Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed. |                            |                 |          |                 | TOTAL        | \$                            |

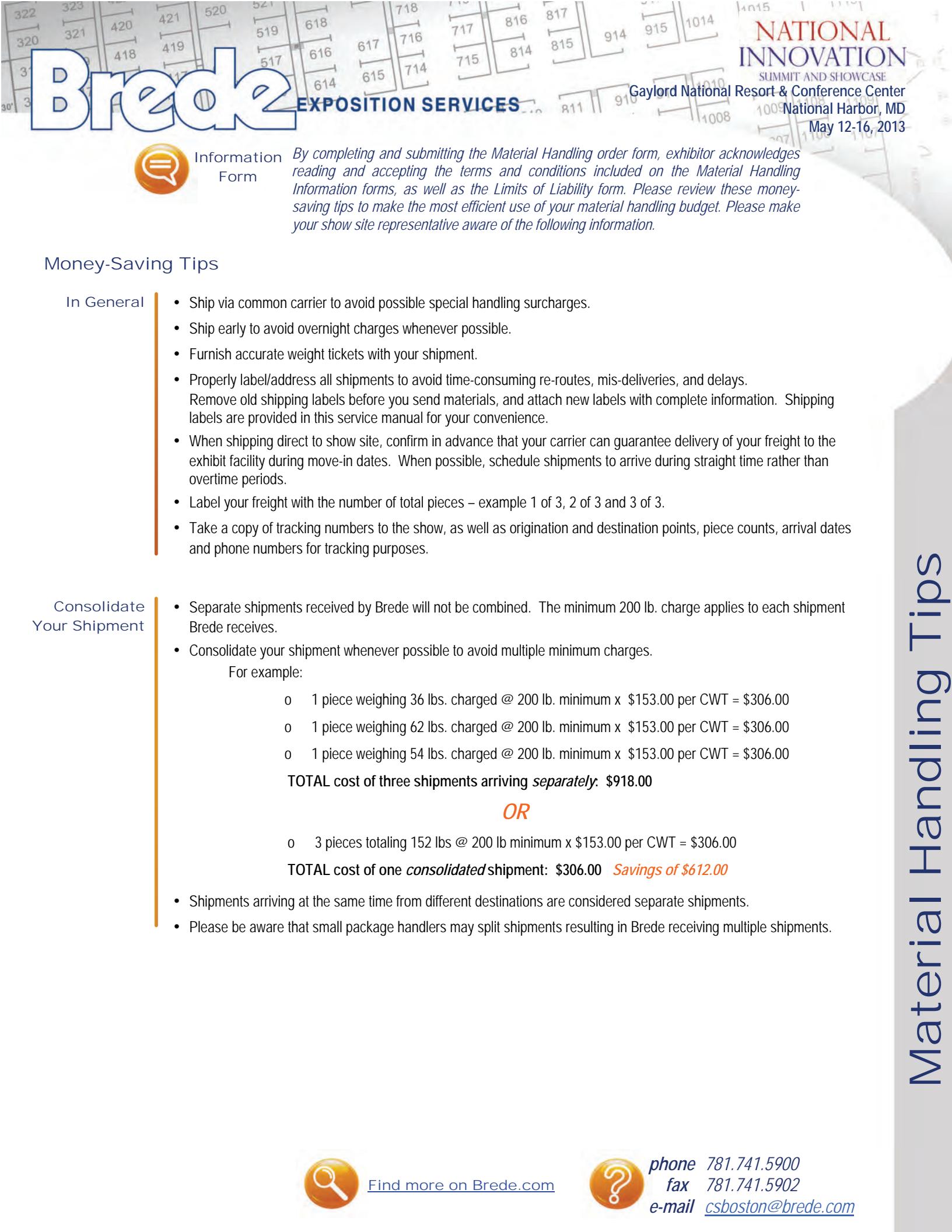
**Select:**  Advanced  Direct

Show Site Contact Name \_\_\_\_\_ Show Site Phone \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

COMPLETE and SUBMIT this form:  
by mail Brede Exposition Services / 100 Industrial Park Road / Hingham, MA 02043-4313 / USA      by fax 781.741.5902



## EXPOSITION SERVICES



## Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

**Gaylord National Resort & Conference Center**  
**National Harbor, MD**  
**May 12-16, 2013**

May 12-16, 2013

## Money-Saving Tips

## In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

## Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$153.00 per CWT = \$306.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$153.00 per CWT = \$306.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$153.00 per CWT = \$306.00

**TOTAL cost of three shipments arriving *separately*:** \$918.00

*OR*

o 3 pieces totaling 152 lbs @ 200 lb minimum x \$153.00 per CWT = \$306.00

**TOTAL cost of one *consolidated* shipment: \$306.00    *Savings of \$612.00***

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



Find more on Brede.com



*phone* 781.741.5900  
*fax* 781.741.5902  
*e-mail* [csboston@brede.com](mailto:csboston@brede.com)

## EXHIBIT MATERIAL

*Rush to:***Brede** EXPOSITION SERVICES

c/o YRC Freight  
7600 Preston Drive  
Landover, MD 20785

*National Innovation  
Summit & Showcase*

*Gaylord National Resort & Conference Center  
National Harbor, MD  
May 12-16, 2013*

---

*Exhibitor*

---

*Booth*

---

*Late to warehouse charges apply after:  
May 3, 2013*

## EXHIBIT MATERIAL

*Rush to:***Brede** EXPOSITION SERVICES

c/o YRC Freight  
7600 Preston Drive  
Landover, MD 20785

*National Innovation  
Summit & Showcase*

*Gaylord National Resort & Conference Center  
National Harbor, MD  
May 12-16, 2013*

---

*Exhibitor*

---

*Booth*

---

*Late to warehouse charges apply after:  
May 3, 2013*

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

*Important notes: Warehouse is not temperature controlled.*

*Hazardous materials will not be accepted at the warehouse.*

# DIRECT TO SHOW SITE

## EXHIBIT MATERIAL

*Rush to:*

**Brede** EXPOSITION SERVICES

Gaylord National Resort &  
Conference Ctr. Ballroom  
701 National Harbor Blvd  
National Harbor, MD 20745

### *National Innovation Summit & Showcase*

*Gaylord National Resort & Conference Center  
National Harbor, MD  
May 12-16, 2013*

*Exhibitor*

*Booth*

*Do not deliver prior to:  
May 14, 2013*

# DIRECT TO SHOW SITE

## EXHIBIT MATERIAL

*Rush to:*

**Brede** EXPOSITION SERVICES

Gaylord National Resort &  
Conference Ctr. Ballroom  
701 National Harbor Blvd  
National Harbor, MD 20745

### *National Innovation Summit & Showcase*

*Gaylord National Resort & Conference Center  
National Harbor, MD  
May 12-16, 2013*

*Exhibitor*

*Booth*

*Do not deliver prior to:  
May 14, 2013*

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

***Important note: Hazardous materials will not be accepted at show site.***

<div style="position: absolute; left: 0; top: 0; width: 100px; height:



# Exhibit Services

## Simply reliable success





YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on [my.yrc.com](http://my.yrc.com), and gain online control of your shipment from start to finish.

**Be Confident. It's a YRC Delivery.™**

## The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.\*** Be confident your booth will arrive on time with YRC.

## Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

## Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

\* Subject to applicable tariffs and Rules and Conditions publications.

[yrc.com](http://yrc.com) | 800.531.EXPO (3976)  
[exhibit.services@yrcw.com](mailto:exhibit.services@yrcw.com)



## TTS SERVICE PROFILE

- ALL TRAILERS ARE AIR-RIDE!!
- FREE Storage Prior to Show
- Airfreight Service at Common Carrier Rates!!
- Pre-Printed Bills of Lading and Labels
- 3-5 Day Ground on Air Ride Trailers
- Next Day Air
- On-Site Representation to Help With Your Individual Needs
- Your Own Personal Shipping Representative
- Exclusive Vehicle/Container Shipping
- Courtesy Reminder Calls One Day Prior to Pick Up
- Show to Show Caravan Service



## Your Preferred Freight Carrier for: National Innovation Summit & Showcase May 14<sup>th</sup>-16<sup>th</sup> Washington, DC

Winner of the Exhibitor's Choice Awards "Best Freight/Transportation Company" 2 years in a row! 2010/2011



- 24/7 live customer support
- More reliable and cost effective than common carriers
- No hidden fees or charges
- On-site reps to help you with your shipping needs
- Coast-to-coast in 5 days or less at economy rates
- Automatic POD notification sent to your email or PDA



Whether you go Land, Sea, Or Air; TTS will get you there. On Time. Every Time.

Please Contact Us GUARANTEED!

7556 Trade St  
San Diego, CA 92121  
877 SHIP TTS Toll Free  
(744 7887)

7:00 am - 5:00 pm, PDT Mon-Fri Toll Free 877 744-7887 or email [mhill@tshow.com](mailto:mhill@tshow.com) for more information on what TTS can do for you

[www.tshow.com](http://www.tshow.com)

Time is Money ... TTS Will Save You Both



## HOW TO SHIP LIKE A PRO

### PACKING YOUR MATERIALS

Recognize that if you are shipping electronic equipment, or delicate articles, they need to be packed in sturdy cases to protect them during shipment. The packaging your computer came in from the factory is designed for one shipment only, and often those are put into palletized blocks of freight of the same size and dimension. TTS can provide you with options to suit your customs cases needs.

### SHIPPING LABELS

TTS will provide you with preprinted shipping labels for all of your freight. *Always* remove old shipping address labels from previous shows. This is like leaving the bag tags on your luggage when you fly. Keep only a single destination label visible so the freight handlers can avoid misrouting of freight.

### PALLETIZE AND SHRINK WRAP FREIGHT IF POSSIBLE

This is an excellent way to keep your freight together during transit. Keep in mind you will need to label every box within the pallet. It is very important to note how many pieces the pallet contains.

### HOW ABOUT A QUOTE?

Simply fill in the blanks and email it to: [mhill@tshow.com](mailto:mhill@tshow.com) OR fax it to 858 437-0151

NAME OF ATTENDEE:

PHONE NUMBER:

COMPANY NAME:

ADDRESS:

SUITE:

CITY:

ST:

ZIP:

### TAKING IT TO:

DIRECT SHOW SITE DELIVERY

ADVANCED WAREHOUSE

ESTIMATED PIECES

ESTIMATED WEIGHT

SERVICE LEVEL: ECONOMY 3-5 DAYS EXPRESS 1-2 DAYS EXCLUSIVE TRAILER



**Tradeshow  
Transportation  
Specialists**

**Delivery Facility:** [REDACTED]

**Address 1:** [REDACTED]

**Address 2:** [REDACTED]

**City/ST/Zip:** [REDACTED]

[REDACTED]

[REDACTED]

**TTS BOL #** [REDACTED]

**Show: Nat'l Innovation Summit & Showcase** [REDACTED]

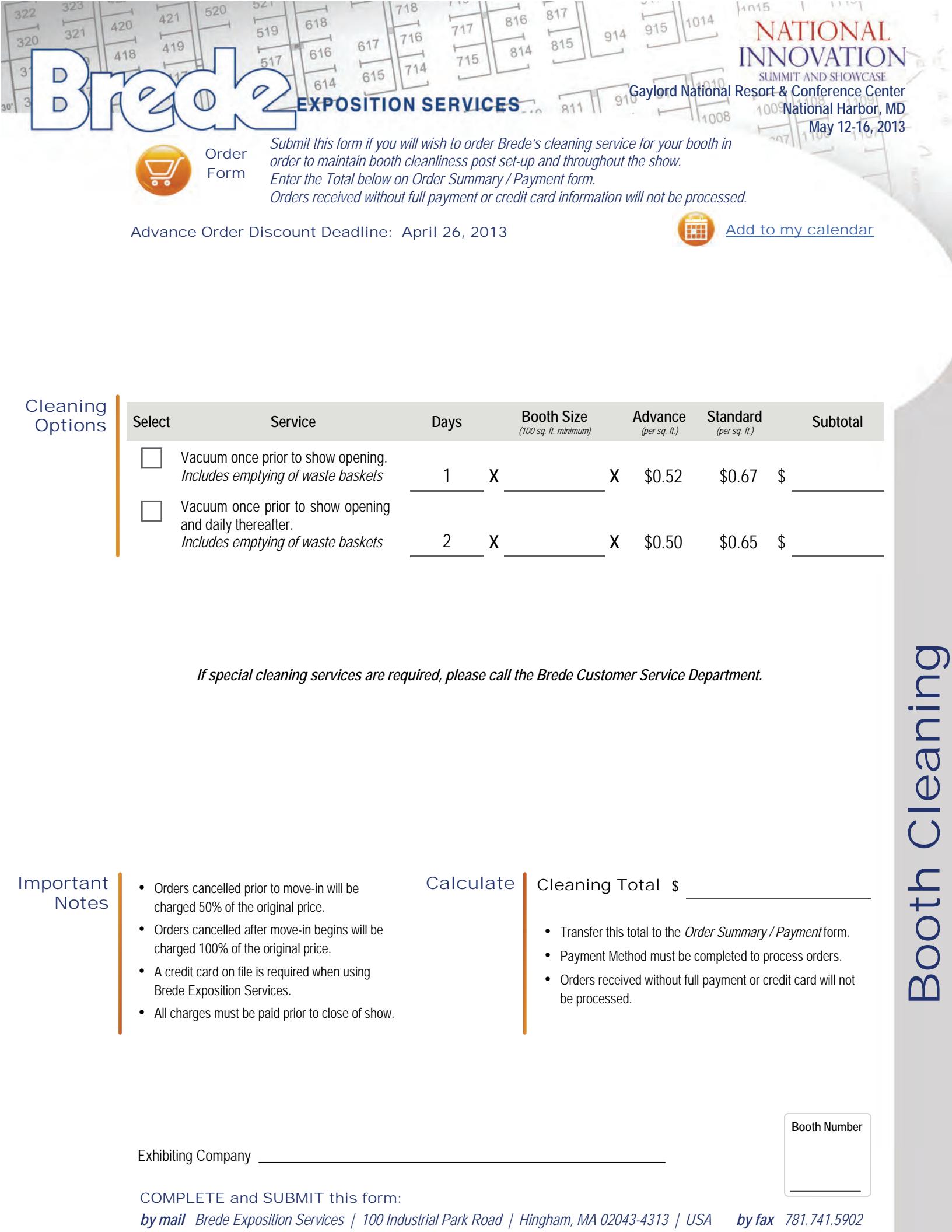
**Exhibiting Company:** [REDACTED]

**BOOTH:** [REDACTED]

[REDACTED]

OF [REDACTED]

TTS Logistics, Inc. (877) 744-7887



# Brede

## EXPOSITION SERVICES



## Order Form

*Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show. Enter the Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.*

**Gaylord National Resort & Conference Center**  
National Harbor, MD  
May 12-16, 2013

May 12-16, 2013

Advance Order Discount Deadline: April 26, 2013



Add to my calendar

## Cleaning Options

| Select                   | Service  | Days | Booth Size<br>(700 sq. ft. minimum) | Advance<br>(per sq. ft.) | Standard<br>(per sq. ft.) | Subtotal |
|--------------------------|--|------|-------------------------------------|--------------------------|---------------------------|----------|
| <input type="checkbox"/> | Vacuum once prior to show opening.<br><i>Includes emptying of waste baskets</i>                      | 1    | X                                   | X                        | \$0.52                    | \$0.67   |
| <input type="checkbox"/> | Vacuum once prior to show opening and daily thereafter.<br><i>Includes emptying of waste baskets</i> | 2    | X                                   | X                        | \$0.50                    | \$0.65   |

*If special cleaning services are required, please call the Brede Customer Service Department.*

## Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

Cleaning Total \$

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

### Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 100 Industrial Park Road / Hingham, MA 02043-4313 / USA by fax 781.741.5902



Mail or fax this form to:  
**Urban Jungle, Inc.**  
 P.O. Box 6165  
 McLean, VA 22106  
**703-241-8545 phone**  
**866-516-3716 fax**  
 [Tax ID #: 54-1796144]

**PLANT & FLORAL  
ORDER FORM**  
 info@urbanjungleinc.com

| QTY  | ITEM   | April 30*    | SHOW PRICE              | TOTAL |
|--|--|--------------|-------------------------|-------|
|  | Floral Arrangement (approx. 12" H)   | \$ 60.00     | \$ 70.00                |       |
|  | Floral Arrangement (approx. 18" H)   | \$ 75.00     | \$ 85.00                |       |
|  | Custom Floral Arrangement (call for assistance)                            | \$ 95.00     | \$ 110.00               |       |
|  | Bud Vases (list color preference)  | \$ 25.00     | \$ 30.00                |       |
|  | Tropical Arrangements  | \$ 80.00     | \$ 95.00                |       |
|  | Roses, arranged, one dozen (color _____)                                   | \$ 75.00     | \$ 85.00                |       |
|  | Orchid Plants (Small _____ Large _____)                                    | \$50/\$75.00 | \$60/\$85.00            |       |
|  | Mum Plants (white _____ yellow _____ lavender _____)                       | \$ 25.00     | \$ 30.00                |       |
|  | Azaleas (red _____ pink _____ white _____)                                 | \$ 30.00     | \$ 35.00                |       |
|  | Bromeliads (Red, pink, yellow, other)                                      | \$ 30.00     | \$ 35.00                |       |
|  | Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)                      | \$ 30.00     | \$ 35.00                |       |
|  | Small (6"pot) Ivy Pothos _____   | \$ 25.00     | \$ 30.00                |       |
|  | Large Fern _____ Ivy _____ Pothos _____                                    | \$ 30.00     | \$ 35.00                |       |
|  | Glass Bowl for Cards (yours to keep)                                       | \$ 25.00     | \$ 30.00                |       |
|  | <b>Pkg A:</b> (1) 6' Ficus topped w/ fern & blooming plant                 | \$ 125.00    | \$ 135.00               |       |
|  | <b>Pkg B:</b> (2) 3' plants and (1) Blooming plant                         | \$100.00     | \$ 110.00               |       |
|  | <b>Pkg C:</b> large container w/ivy and blooming plants                    | \$ 100.00    | \$ 115.00               |       |
|  | 2' Green Plants  | \$ 30.00     | \$ 40.00                |       |
|  | 3' Green Plants  | \$ 40.00     | \$ 50.00                |       |
|  | 4' Green Plants  | \$ 50.00     | \$ 60.00                |       |
|  | 5' Green Plants  | \$ 60.00     | \$ 70.00                |       |
|  | 6' Green Plants  | \$ 70.00     | \$ 80.00                |       |
|  | 7' Green Plants  | \$ 95.00     | \$ 110.00               |       |
|  | 8' - 10' Green Plants  | \$115.00     | \$130.00                |       |
| <b>Decorative Containers:</b> White Black Wicker     |  |              | <b>SUB TOTAL</b>        | \$    |
| ◆ Call for prices on brass, chrome, terra cotta pots |  |              |                         |       |
| ◆ Tax is based on show location                      |  |              | <b>Sales Tax</b>        | \$    |
| WDC - 6% MD - 6% VA - 5% Philadelphia - 8%           |  |              | MD 6%                   |       |
| Brede  | CALL FOR ITEMS AND FLOWERS<br>YOU MAY WANT BUT DO NOT<br>SEE ON THIS LIST. |              | <b>TOTAL AMOUNT DUE</b> | \$    |

*Please remit payment to URBAN JUNGLE, Inc.*

**Rental Price includes:** Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. **If tax-exempt in state of delivery, your certificate must be included with this order form.**

**HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH:** Date \_\_\_\_\_ Time \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Third Party: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Address: \_\_\_\_\_

PO #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**email\*\*:** \_\_\_\_\_

Show Name: 2013 National Innovation Summit

Location: Gaylord National Harbor Hotel

Show Dates: May 12-16, 2013

Booth #: \_\_\_\_\_

Payment Info: (circle one) AX VISA MC CHECK

Exp. Date: \_\_\_\_\_ Security #: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_

***Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101}***

***\*\*Email is required for confirmation and final invoices.***

***\*Orders must be received two weeks prior to show date for advance price!***



## RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

**Fax or Mail to:** Gaylord National Resort & Convention Center  
Attn: Exhibit Service Department  
201 Waterfront Street National Harbor Md. 20745  
Office: (301)-965-3710  
Fax: (301)-965-3797  
Email to: [GNExhibits@gaylordhotels.com](mailto:GNExhibits@gaylordhotels.com)

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- The Gaylord National Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless access point device, not provided by Gaylord National Resort and Convention Center, without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove ALL tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items.

- Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Conference Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

## **GUIDELINES FOR ALL CARPETED AREAS**

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



**ELECTRICAL/UTILITY SERVICES**  
**FAX OR MAIL TO:** Gaylord National Resort & Convention Center  
 201 Waterfront St. National Harbor Md. 20745  
**Office:** 301-965-3710  
**Fax:** 301-965-3797  
**Email to:** [GNExhibits@gaylordhotels.com](mailto:GNExhibits@gaylordhotels.com)

EVENT NAME \_\_\_\_\_ EVENT DATE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

**ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE**

| VOLTS  | MAX WATTS | CIRCUIT AMPS | PHASE  | ADVANCE PRICE | STANDARD PRICE | QTY | AMOUNT |
|--|-----------|--------------|--------|---------------|----------------|-----|--------|
| 120  | 500       | 5            | Single | \$120.00      | \$140.00       |     | \$     |
| 120  | 1,000     | 10           | Single | \$145.00      | \$180.00       |     | \$     |
| 120  | 2,000     | 20           | Single | \$195.00      | \$215.00       |     | \$     |
| 208  | 3,300     | 20           | Single | \$290.00      | \$300.00       |     | \$     |
| 208  | 5,700     | 20           | Three  | \$390.00      | \$465.00       |     | \$     |
| 208  | 5,000     | 30           | Single | \$380.00      | \$460.00       |     | \$     |
| 208  | 8,600     | 30           | Three  | \$550.00      | \$655.00       |     | \$     |
| 208  | 9,900     | 60           | Single | \$685.00      | \$840.00       |     | \$     |
| 208  | 17,000    | 60           | Three  | \$1100.00     | \$1300.00      |     | \$     |
| <b>24 hour service will be double the listed price</b>   |           |              |        |               |                |     |        |
| <b>100,200,400 amps are available. Please call for a quote 301-965-3710</b>  |           |              |        |               |                |     |        |
| <p><b>Special Order</b></p> <p><b>Compressed Air:</b> Hotel supplies 3/4", 1/2", 1/4" quick release female connection. 80-100 PSI 125 CFM</p> <p><b>Water:</b> Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. ( Not available in Ballrooms)</p> <p><b>Drainage:</b> Available depending on booth location. A pump may be required at an additional cost. ( Not available in Ballrooms)</p> <p>One time fill and drain. Maximum of 50 gallons</p> <p>1 Outlet Extension-cord. RENTAL ONLY</p> <p>6 Outlet Multi-strip. RENTAL ONLY</p> <p>Transformer Rental</p> <p>Antenna/ Cable run Please call for quote 301-965-3710</p> |           |              |        |               |                |     |        |

**CREDIT CARD IS THE ONLY FORM OF PAYMENT**

**Credit Card**  Visa  MasterCard  Am Express  Discover  Diners Club

|                 |              |
|-----------------|--------------|
| CARD #          | EXP. DATE:   |
| E MAIL ADDRESS: | PLEASE PRINT |
| SIGNATURE:      | PHONE #      |

**SCALED FLOOR PLANS**

A scaled floor plan showing the requested location(s) of the power/engineering drop(s) must accompany your order. If a drawing is not provided, Gaylord National will install the service in the most convenient location and charges will apply for relocation,

**ELECTRICAL LABOR**

Special power requirements such as overhead power, wiring of the booth, foreign connections etc. will be subject to time and materials. **There will be a 15% installation and removal assessment on all orders except for labor charges.** Labor and materials will be charged to the credit card on file.

**LABOR RATES**

Mon.- Fri. 8:00 am – 5:00 pm \$90.00 hr  
 All other times \$160.00

**ELECTRICAL/ENGINEERING CONNECTIONS**

The rate or service fee does not include overhead power, wiring of the booth, foreign connections or special requests. All electrical to be installed for in line booths will be to the back of the booth. All others will be from the ceiling or the floor which ever the most convenient manner is. Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services

**NOTE: Labor and materials will be billed at the end of the show.**

**Charges:** \$ \_\_\_\_\_

**Installation and removal (15%)** \$ \_\_\_\_\_

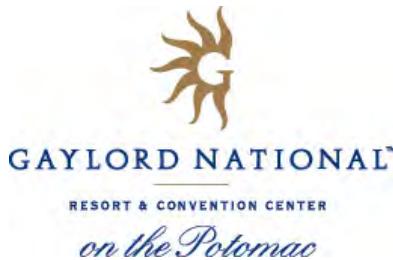
**Tax (6%)** \$ \_\_\_\_\_

**SUB TOTAL:** \$ \_\_\_\_\_

**Labor (at show site)** \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**MD. TAX FORM MUST ACCOMPANY THIS FORM TO CLAIM TAX EXEMPT**



## INFORMATION TECHNOLOGY TERMS CONDITIONS & REGULATIONS

**Fax or Mail to:** Gaylord National Resort & Convention Center  
Attn: Telecommunication Department  
201 Waterfront Street National Harbor Md. 20745  
Office: (301)-965-2506  
Fax: (301)-965-3797  
Email to: [gnexhibits@gaylordhotels.com](mailto:gnexhibits@gaylordhotels.com)

### **Gaylord National Resort and Convention Center Information Technology Terms, Conditions and Regulations**

#### **GENERAL:**

- Installation of telephone, telecommunications, network and cabling services within the Gaylord National Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for telecommunication services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$100.00/hour (advanced -- scheduled) and \$175.00/hour (standard -- non-scheduled).
- Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

## **NETWORK | INTERNET | WIRELESS:**

- The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord National Resort and Convention Center will facilitate communications between the Gaylord National Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord National Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord National Resort and Convention Center or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord National Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.
- All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are preformed to ensure adherence.
- The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

**Wireless Specific (802.11a,b,g):** The Gaylord National Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord National Resort and Convention Center without prior authorization. If you plan on using any 802.11a/b/g wireless device, please contact the Gaylord National IT department at 301-965-2506 and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.

Internet Performance Disclaimer: Gaylord National Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord National Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location on property.

**Internet Security Disclaimer:** Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



## NETWORK & TELECOMMUNICATION SERVICES

**Fax or Mail to:** GAYLORD NATIONAL RESORT & CONVENTION CENTER

Attn: Information Technology Department

201 Waterfront St National Harbor Md. 20745

Office: 301.965.2506

Fax: 301.965.3797

Email to: gnexhibits@Gaylordhotels.com

Event Name: \_\_\_\_\_

Event Dates: [event date] \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### **Ordering Instructions      ADVANCE PRICING IS 2 WEEKS PRIOR TO SHOW DATE**

1. Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted. All credit card payments should include a copy of the front and back of credit card.
2. **Fax a layout of your booth to Gaylord National Resort and Convention Center at 301-965-3797.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
3. **All equipment and services are subject to a 6% sales tax.**

**NETWORK & TELECOMMUNICATIONS CONNECTIONS** - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or pillars, in the most convenient manner.

|   | QTY   | Advance price | Standard Price | QTY   |
|---|-------|---------------|----------------|-------|
| Wireless Internet (1st Device)                            | _____ | \$800.00      | \$1,100.00     | _____ |
| Additional Connection                                     | _____ | \$250.00      | \$300.00       | _____ |
| Please choose a User ID: _____                            |       |               |                |       |
| Please choose a Password: _____                           |       |               |                |       |
| <b>High-Speed Internet Access</b>                         |       |               |                |       |
| High-Speed Internet Access (1st Device)                   | _____ | \$1,300.00    | \$1,500.00     | _____ |
| Additional Connection                                     | _____ | \$300.00      | \$350.00       | _____ |
| Additional Device (Customer Provided Switch/NAT)          | _____ | \$250.00      | \$300.00       | _____ |
| Static Public IP Address                                  | _____ | \$350.00      | \$400.00       | _____ |
| <b>Dedicated Internet Access – Dedicated Private VLAN</b> |       |               |                |       |
| 1.5 Mb/sec  | _____ | \$6,500.00    | \$7,500.00     | _____ |
| 3.0 Mb/sec  | _____ | \$10,250.00   | \$11,250.00    | _____ |
| 6.0 Mb/sec  | _____ | \$15,250.00   | \$16,250.00    | _____ |
| <b>Telecommunication (Telephone) Services</b>             |       |               |                |       |
| Standard DID telephone/fax/modem line                     | _____ | \$325.00      | \$350.00       | _____ |
| Polycom (speakerphone)                                    | _____ | \$250.00      | \$350.00       | _____ |
| Standard Desk Telephone                                   | _____ | \$30.00       | \$40.00        | _____ |
| <b>Labor - Troubleshooting / Move / Change</b>            | _____ | \$100.00      | \$150.00       | _____ |

**Credit Card**  Visa  MasterCard  Am Express  Discover  Diners Club

|                  |       |            |       |
|------------------|-------|------------|-------|
| CARD #           | _____ | EXP. DATE: | _____ |
| SIGNATURE:       | _____ | PHONE #    | _____ |
| E MAIL ADDRESS:  | _____ |            |       |
| ON SITE CONTACT: | _____ | PHONE #    | _____ |

Charges: \$ \_\_\_\_\_  
Subtotal: \$ \_\_\_\_\_  
6% Tax: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_



## BOOTH LAYOUT

**Fax or Mail to:** Gaylord National Resort & Convention Center

Attn: Exhibit Service Department

201 Waterfront Street National Harbor Md. 20745

Office: (301)-965-3710

Fax: (301)-965-3797

Email to: [GNExhibits@gaylordhotels.com](mailto:GNExhibits@gaylordhotels.com)

Event Name:

### Event Dates:

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Please indicate placement of Electrical/Utility and Telecommunication services ordered.**

Adjacent Booth or Aisle #\_\_\_\_\_ BACK

Adjacent Booth or Aisle # \_\_\_\_\_ LEFT

Adjacent Booth or Aisle # \_\_\_\_\_

## FRONT

**Adjacent Booth or Aisle #** \_\_\_\_\_

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.

## EXHIBITOR RIGGING ORDER FORM

**Show Name:**
**Booth #:**

| <p><b>Ordering Instructions</b></p> <ul style="list-style-type: none"> <li>• <b>PSAV must make all attachments</b> to the rigging system, ceiling, and supporting structure of the building.</li> <li>• Orders must be received <b>21 days prior</b> to delivery to avoid penalty rate, and guarantee equipment and crew availability.</li> <li>• All rigging must conform to Show Management regulations.</li> <li>• <b>Please complete both pages of this form, and Fax or email diagrams along with this order form for a price quote.</b></li> <li>• <b>Signs must include necessary harnesses.</b> PSAV can build custom harnesses with adequate notice and at an additional charge.</li> <li>• Electrical signs must be in good working order and conform to the National Electrical Code.</li> <li>• Electrical service must be ordered through <b>Gaylord National Exhibits Department. (301) 965-3710 GNExhibits@gaylordhotels.com</b></li> <li>• <b>All overhead signs and banners must be assembled prior to the rigging call time.</b></li> <li>• Riggers work in minimum teams of 3. Clients can not be used as a substitute for riggers.</li> <li>• PSAV will not "dead hang" items over 100 lbs or 15' in length. Chain hoists may be used for these items.</li> <li>• Banner placement must be approved in advance by Show Management and Gaylord National Conference Services.</li> <li>• Labor Rates include the price of Crew and Lift.</li> <li>• A service charge of 24% will be added to the subtotal before Tax.</li> <li>• Please include applicable Sales Tax on equipment rental.</li> <li>• <b>TAX EXEMPT STATUS</b> - If you are exempt from sales tax payment, we require a State of Maryland exemption certificate.</li> </ul> | <p><b>Pricing Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Rigging Labor Hourly Rates</b></th> <th style="text-align: center;">Regular Rate (21 days in advance)</th> <th style="text-align: center;">Penalty Rate</th> </tr> </thead> <tbody> <tr> <td>Straight Time - 8:00am-5:00pm (m-f)</td> <td style="text-align: center;">\$ 95.00</td> <td style="text-align: center;">\$ 114.00</td> </tr> <tr> <td>Overtime - 5:00pm - 12:00am (m-f)</td> <td style="text-align: center;">\$ 142.50</td> <td style="text-align: center;">\$ 171.00</td> </tr> <tr> <td>Double Time -12:00am - 8:00am (m-s)</td> <td style="text-align: center;">\$ 190.00</td> <td style="text-align: center;">\$ 228.00</td> </tr> <tr> <td>Saturday - 8:00am - 12:00am (sat only)</td> <td style="text-align: center;">\$ 142.50</td> <td style="text-align: center;">\$ 171.00</td> </tr> <tr> <td>Sunday - All Day (sun only)</td> <td style="text-align: center;">\$ 190.00</td> <td style="text-align: center;">\$ 228.00</td> </tr> <tr> <td>Holidays - All Day</td> <td style="text-align: center;">\$ 190.00</td> <td style="text-align: center;">\$ 228.00</td> </tr> <tr> <td>Scissor Lift Daily</td> <td style="text-align: center;">\$ 260.00</td> <td style="text-align: center;">\$ 312.00</td> </tr> </tbody> </table> <p style="text-align: center;">** Rates are per rigger / per hour (2hr. Min)**</p> <p><b>Customer Information</b></p> <p>Company Name:</p> <p>Address:</p> <p>City, State, Zip:</p> <p>Ordered By:</p> <p>Contact #:</p> <p>Email Address:</p> <p><b>Delivery Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Onsite Contact Name:</td> <td style="width: 50%;">Cell #:</td> </tr> </table> <p><b>Cancellations</b></p> <p>Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.</p> <p>If services have already been provided at the time of the cancellation, 100% of original charges will be applied.</p> <p><b>Method of Payment</b></p> <p><input type="checkbox"/> Credit Card **Please attach credit card authorization form</p> <p><input type="checkbox"/> Check Check # _____</p> <p><b>For Processing</b></p> <p style="text-align: center;"><i>Return Form To:</i><br/>Presentation Services<br/>Gaylord National Resort and Convention Center<br/>201 Waterfront St<br/>National Harbor, MD 20745<br/><a href="mailto:PSGNExhibits@psav.com">PSGNExhibits@psav.com</a><br/>Ph: 301-965-2048 - Fax: 301-965-2060</p> | <b>Rigging Labor Hourly Rates</b> | Regular Rate (21 days in advance) | Penalty Rate | Straight Time - 8:00am-5:00pm (m-f) | \$ 95.00 | \$ 114.00 | Overtime - 5:00pm - 12:00am (m-f) | \$ 142.50 | \$ 171.00 | Double Time -12:00am - 8:00am (m-s) | \$ 190.00 | \$ 228.00 | Saturday - 8:00am - 12:00am (sat only) | \$ 142.50 | \$ 171.00 | Sunday - All Day (sun only) | \$ 190.00 | \$ 228.00 | Holidays - All Day | \$ 190.00 | \$ 228.00 | Scissor Lift Daily | \$ 260.00 | \$ 312.00 | Onsite Contact Name: | Cell #: |
|--|--|-----------------------------------|-----------------------------------|--------------|-------------------------------------|----------|-----------|-----------------------------------|-----------|-----------|-------------------------------------|-----------|-----------|--|-----------|-----------|-----------------------------|-----------|-----------|--------------------|-----------|-----------|--------------------|-----------|-----------|----------------------|---------|
| <b>Rigging Labor Hourly Rates</b>  | Regular Rate (21 days in advance)  | Penalty Rate                      |                                   |              |                                     |          |           |                                   |           |           |                                     |           |           |  |           |           |                             |           |           |                    |           |           |                    |           |           |                      |         |
| Straight Time - 8:00am-5:00pm (m-f)  | \$ 95.00   | \$ 114.00                         |                                   |              |                                     |          |           |                                   |           |           |                                     |           |           |  |           |           |                             |           |           |                    |           |           |                    |           |           |                      |         |
| Overtime - 5:00pm - 12:00am (m-f)  | \$ 142.50  | \$ 171.00                         |                                   |              |                                     |          |           |                                   |           |           |                                     |           |           |  |           |           |                             |           |           |                    |           |           |                    |           |           |                      |         |
| Double Time -12:00am - 8:00am (m-s)  | \$ 190.00  | \$ 228.00                         |                                   |              |                                     |          |           |                                   |           |           |                                     |           |           |  |           |           |                             |           |           |                    |           |           |                    |           |           |                      |         |
| Saturday - 8:00am - 12:00am (sat only)   | \$ 142.50  | \$ 171.00                         |                                   |              |                                     |          |           |                                   |           |           |                                     |           |           |  |           |           |                             |           |           |                    |           |           |                    |           |           |                      |         |
| Sunday - All Day (sun only)  | \$ 190.00  | \$ 228.00                         |                                   |              |                                     |          |           |                                   |           |           |                                     |           |           |  |           |           |                             |           |           |                    |           |           |                    |           |           |                      |         |
| Holidays - All Day   | \$ 190.00  | \$ 228.00                         |                                   |              |                                     |          |           |                                   |           |           |                                     |           |           |  |           |           |                             |           |           |                    |           |           |                    |           |           |                      |         |
| Scissor Lift Daily   | \$ 260.00  | \$ 312.00                         |                                   |              |                                     |          |           |                                   |           |           |                                     |           |           |  |           |           |                             |           |           |                    |           |           |                    |           |           |                      |         |
| Onsite Contact Name:   | Cell #:  |                                   |                                   |              |                                     |          |           |                                   |           |           |                                     |           |           |  |           |           |                             |           |           |                    |           |           |                    |           |           |                      |         |

PSAV is proud to be Gaylord Hotels' Exclusive Rigging Provider.

Please See Page 2

**EXHIBITOR RIGGING ORDER FORM****Show Name:****Booth #:**

Signs must be assembled prior to rigging call time.

**Signage Information****Sign Type (Construction):****Sign Weight:****Sign Dimensions****Additional Information or a Sketch of Your Sign:****Additional Information or a Sketch of Your Booth With Sign Location:**

### CREDIT CARD CONSENT FORM

Show Name:

Booth #:

*I authorize Presentation Services to charge my card in the amount of*

\$

American  Visa - Master Card -  Discover Card

#### Type of Card

Credit Card Number

\_\_\_\_\_

Expiration Date

\_\_\_\_\_

Security Code

\_\_\_\_\_

Customer PO (if required or Purchase card used #)

\_\_\_\_\_

Cardholders Name

\_\_\_\_\_

Cardholder's Phone Number

\_\_\_\_\_

Cardholder's Email Address

\_\_\_\_\_

Cardholder's Billing Address

\_\_\_\_\_

State and Zip Code

\_\_\_\_\_

Customer's Name to be Invoiced:

\_\_\_\_\_

Invoice/Order Number(s):

\_\_\_\_\_

I, \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the above order and any additional amounts incurred as a result of all show site changes by my representatives.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Cancellation Policy

Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. If services have already been provided at the time of the cancellation, 100% of original charges will be applied.

#### For Processing

*Return Form To:*

**Presentation Services**

**Gaylord National Resort and Convention Center**

201 Waterfront St

National Harbor, MD 20745

[PSGNexhibits@psav.com](mailto:PSGNexhibits@psav.com)

Ph: 301-965-2048 - Fax: 301-965-2060

## EXHIBITOR AUDIO VISUAL ORDER FORM

| Show Name:   | Booth #: |           |             |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|--|----------|-----------|-------------|------|---|-----|----------|---------|------|-------|---|---|-----------|-----------|--|--|--|---|-----------|-----------|--|--|---|---|-----------|-----------|--|--|---|---|-----------|-----------|--|--|--|---|-----------|-----------|--|--|--------------------------------------|---|-----------|-------------|--|--|--|
| <b>All Rates are Day Rates</b>   |          |           |             |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| <b>Video/Projection Equipment</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 15%; text-align: center;">Qty</th> <th style="width: 15%; text-align: center;">Advanced</th> <th style="width: 15%; text-align: center;">On Site</th> <th style="width: 15%; text-align: center;">Days</th> <th style="width: 15%; text-align: center;">Total</th> </tr> </thead> <tbody> <tr><td>5', 6', 7', 8' Tripod Projection Screens w/ skirt</td><td style="text-align: center;">1</td><td style="text-align: center;">\$ 85.00</td><td style="text-align: center;">\$ 102.00</td><td></td><td></td></tr> <tr><td>LCD Projector - 3700 Lumens</td><td style="text-align: center;">1</td><td style="text-align: center;">\$ 590.00</td><td style="text-align: center;">\$ 708.00</td><td></td><td></td></tr> <tr><td>DVD Player</td><td style="text-align: center;">1</td><td style="text-align: center;">\$ 95.00</td><td style="text-align: center;">\$ 114.00</td><td></td><td></td></tr> <tr><td>54" Rolling Cart w/ black skirt</td><td style="text-align: center;">1</td><td style="text-align: center;">\$ 60.00</td><td style="text-align: center;">\$ 72.00</td><td></td><td></td></tr> <tr><td>LCD Projector Pkg (3700 Lumen projector, cart, power, and tripod screen).</td><td style="text-align: center;">1</td><td style="text-align: center;">\$ 770.00</td><td style="text-align: center;">\$ 924.00</td><td></td><td></td></tr> </tbody> </table>  |          |           |             |      |   | Qty | Advanced | On Site | Days | Total | 5', 6', 7', 8' Tripod Projection Screens w/ skirt | 1 | \$ 85.00  | \$ 102.00 |  |  | LCD Projector - 3700 Lumens  | 1 | \$ 590.00 | \$ 708.00 |  |  | DVD Player  | 1 | \$ 95.00  | \$ 114.00 |  |  | 54" Rolling Cart w/ black skirt                               | 1 | \$ 60.00  | \$ 72.00  |  |  | LCD Projector Pkg (3700 Lumen projector, cart, power, and tripod screen).  | 1 | \$ 770.00 | \$ 924.00 |  |  | <b>Customer Information</b>          |   |           |             |  |  |  |
|  | Qty      | Advanced  | On Site     | Days | Total   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| 5', 6', 7', 8' Tripod Projection Screens w/ skirt  | 1        | \$ 85.00  | \$ 102.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| LCD Projector - 3700 Lumens  | 1        | \$ 590.00 | \$ 708.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| DVD Player   | 1        | \$ 95.00  | \$ 114.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| 54" Rolling Cart w/ black skirt  | 1        | \$ 60.00  | \$ 72.00    |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| LCD Projector Pkg (3700 Lumen projector, cart, power, and tripod screen).  | 1        | \$ 770.00 | \$ 924.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | Company Name:   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | Address:  |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | City, State, Zip:   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | Ordered By:   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | Contact #:  |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | Email Address:  |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | <b>Delivery Information</b>   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| <b>Video Display Equipment</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 15%; text-align: center;">Qty</th> <th style="width: 15%; text-align: center;">Advanced</th> <th style="width: 15%; text-align: center;">On Site</th> <th style="width: 15%; text-align: center;">Days</th> <th style="width: 15%; text-align: center;">Total</th> </tr> </thead> <tbody> <tr><td>17" LCD Monitor includes table stand</td><td style="text-align: center;">1</td><td style="text-align: center;">\$ 170.00</td><td style="text-align: center;">\$ 204.00</td><td></td><td></td></tr> <tr><td>19" LCD Monitor includes table stand</td><td style="text-align: center;">1</td><td style="text-align: center;">\$ 170.00</td><td style="text-align: center;">\$ 204.00</td><td></td><td></td></tr> <tr><td>32" LCD Monitor and rolling monitor stand</td><td style="text-align: center;">1</td><td style="text-align: center;">\$ 310.00</td><td style="text-align: center;">\$ 372.00</td><td></td><td></td></tr> <tr><td>40" LCD Monitor and monitor stand</td><td style="text-align: center;">1</td><td style="text-align: center;">\$ 480.00</td><td style="text-align: center;">\$ 576.00</td><td></td><td></td></tr> <tr><td>50" LCD Monitor and monitor stand</td><td style="text-align: center;">1</td><td style="text-align: center;">\$ 620.00</td><td style="text-align: center;">\$ 744.00</td><td></td><td></td></tr> <tr><td>60" Plasma Monitor and monitor stand</td><td style="text-align: center;">1</td><td style="text-align: center;">\$ 985.00</td><td style="text-align: center;">\$ 1,182.00</td><td></td><td></td></tr> </tbody> </table> |          |           |             |      |   | Qty | Advanced | On Site | Days | Total | 17" LCD Monitor includes table stand              | 1 | \$ 170.00 | \$ 204.00 |  |  | 19" LCD Monitor includes table stand   | 1 | \$ 170.00 | \$ 204.00 |  |  | 32" LCD Monitor and rolling monitor stand                 | 1 | \$ 310.00 | \$ 372.00 |  |  | 40" LCD Monitor and monitor stand                             | 1 | \$ 480.00 | \$ 576.00 |  |  | 50" LCD Monitor and monitor stand  | 1 | \$ 620.00 | \$ 744.00 |  |  | 60" Plasma Monitor and monitor stand | 1 | \$ 985.00 | \$ 1,182.00 |  |  | Onsite Contact Name: <input type="text"/> Cell #: <input type="text"/> |
|  | Qty      | Advanced  | On Site     | Days | Total   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| 17" LCD Monitor includes table stand   | 1        | \$ 170.00 | \$ 204.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| 19" LCD Monitor includes table stand   | 1        | \$ 170.00 | \$ 204.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| 32" LCD Monitor and rolling monitor stand  | 1        | \$ 310.00 | \$ 372.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| 40" LCD Monitor and monitor stand  | 1        | \$ 480.00 | \$ 576.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| 50" LCD Monitor and monitor stand  | 1        | \$ 620.00 | \$ 744.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| 60" Plasma Monitor and monitor stand   | 1        | \$ 985.00 | \$ 1,182.00 |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | Delivery Date: <input type="text"/> Preferred Delivery Time: <input type="text"/>   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | Pick Up Date: <input type="text"/> Preferred Pick Up Time: <input type="text"/>   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | <b>Ordering Instructions</b>  |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
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|  | Qty      | Advanced  | On Site     | Days | Total   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| Small Monitor Speaker  | 1        | \$ 85.00  | \$ 102.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| Sound System with (2) powered speakers, (2) stands and (1) Wireless Mic:<br>  Handheld   Lavaliere   | 1        | \$ 550.00 | \$ 660.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| Additional Wireless Microphone:<br>  Handheld   Lavaliere  | 1        | \$ 195.00 | \$ 234.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| Pair of Hanging Spotlights (labor included):   Leko   Par Can  | 1        | \$ 190.00 | \$ 228.00   |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | To guarantee equipment availability and advanced rate, submit your request 20 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. No equipment charges for set up day required.                     |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | <b>Cancellations</b>  |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. If services have already been provided at the time of the cancellation, 100% of original charges will be applied.                               |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
|  |          |           |             |      | <b>For Processing</b>   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| <b>Method of Payment</b>   |          |           |             |      | Return Form To:<br>Presentation Services<br><b>Gaylord National Resort and Convention Center</b><br>201 Waterfront St<br>National Harbor, MD 20745<br><a href="mailto:PSGNexhibits@psav.com">PSGNexhibits@psav.com</a><br><b>Ph: 301-965-2048 - Fax: 301-965-2060</b> |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |
| PSAV can provide for all of your Audio Visual needs. Please contact Exhibit Sales for any additional AV needs and pricing.   |          |           |             |      |   |     |          |         |      |       |   |   |           |           |  |  |  |   |           |           |  |  |   |   |           |           |  |  |   |   |           |           |  |  |  |   |           |           |  |  |                                      |   |           |             |  |  |  |

### CREDIT CARD CONSENT FORM

Show Name:

Booth #:

*I authorize Presentation Services to charge my card in the amount of*

\$

American  Visa - Master Card -  Discover Card

#### Type of Card

Credit Card Number

\_\_\_\_\_

Expiration Date

\_\_\_\_\_

Security Code

\_\_\_\_\_

Customer PO (if required or Purchase card used #)

\_\_\_\_\_

Cardholders Name

\_\_\_\_\_

Cardholder's Phone Number

\_\_\_\_\_

Cardholder's Email Address

\_\_\_\_\_

Cardholder's Billing Address

\_\_\_\_\_

State and Zip Code

\_\_\_\_\_

Customer's Name to be Invoiced:

\_\_\_\_\_

Invoice/Order Number(s):

\_\_\_\_\_

I, \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the above order and any additional amounts incurred as a result of all show site changes by my representatives.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Cancellation Policy

Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. If services have already been provided at the time of the cancellation, 100% of original charges will be applied.

#### For Processing

*Return Form To:*

**Presentation Services**

**Gaylord National Resort and Convention Center**

201 Waterfront St

National Harbor, MD 20745

[PSGNexhibits@psav.com](mailto:PSGNexhibits@psav.com)

Ph: 301-965-2048 - Fax: 301-965-2060

**Collect leads at TechConnect WORLD Expo & Innovation Showcase 2013!**

Every attendee will have a barcode on their badge containing their contact information.

**Features**

- ✓ Simple interface with green aiming bar
- ✓ Compact, portable and requires no power in the booth
- ✓ Easily browse leads, add notes and update qualifiers
- ✓ MS Excel format opens in most spreadsheet programs
- ✓ Leads emailed at the close of the event and viewable online during the show
- ✓ Random prize drawing feature!

**DESCRIPTION****QTY x Price = Total****NEW! Premium Scanner Full QWERTY keyboard**

Capture leads with our compact, portable, **BATTERY POWERED** unit. Full color graphic LCD display, touch screen, ability to enter notes using on-screen keyboard, immediately download leads to USB drive. Leads are also emailed at the close of event in excel file format or upload to your portable USB drive onsite. Custom qualifiers (see Qualifier form). Demographics added post show.



Ordered by May 3, 2013

**\$425.00**

Ordered After May 3, 2013

**\$475.00****Starter Scanner**

Capture leads with our compact, portable, original, **BATTERY POWERED** unit. Use up to 16 custom qualifiers (see Qualifier form). Leads are emailed at the close of event in excel file format. Demographic information added post show.

Ordered by May 3, 2013

**\$325.00**

Ordered after May 3, 2013

**\$375.00****Optional wireless portable printer: Battery powered**

Prints leads as you scan. Requires scanner unit(s)\*\* for operation. Works with the Premium Package and Starter Package.

Ordered by May 3, 2013

**\$75.00**

Ordered after May 3, 2013

**\$125**

\*Orders placed after the discount deadline are subject to availability and do not guarantee equipment reservation.

\*\*Optional "scanner network setup" allows a single printer to receive print commands from multiple scanners.

**Total****CONTACT/PAYMENT INFORMATION**

|  |               |             |                 |
|--|---------------|-------------|-----------------|
| Company Name                                 | Booth Number  |             |                 |
| Company Address                              |               |             |                 |
| City   | State         | Zip Code    | Country         |
| Phone Number                                 |               |             |                 |
| On-Site Contact Name                         | Email Address |             |                 |
| <b>PAYMENT METHOD (circle one)</b>           |               | Visa        | Mastercard      |
| Name on Card                                 |               | Card Number | Expiration Date |
| *Make Checks Payable to Netronix Corporation |               |             |                 |

**TERMS & CONDITIONS**

All equipment is offered on a rental basis and must be returned to the Lead Retrieval Desk at the start of the scheduled exhibit breakdown period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of: \$2,300 per scanner and \$695 per printer. No refunds or cancellations will be accepted after 05/03/13. By signing this form you agree to all terms. Upon receipt of your order, you authorize immediate processing of payment using the method selected. **Questions? Call or email us: (847)620-4499 or leads@goeshow.com**

**Mail Completed form to:**

Netronix Corporation  
5 Executive Court - Suite 2  
South Barrington, IL 60010

**Fax to:** (847)277-7414**Email:** leads@goeshow.com

Signature

Date

# Lead Retrieval Custom Qualifier Form

Please take advantage of your free custom qualifiers codes.

You may select up to 16 closed with up to 22 letters per code.

If you choose not to use the custom qualifiers for your scanner, the following standard codes will be programmed:

|                  |                  |           |                 |
|------------------|------------------|-----------|-----------------|
| MAILING LIST ADD | HAVE REP CALL    | OEM       | SCHEDULE DEMO   |
| CURRENT CUSTOMER | HOT LEAD!        | PRODUCT A | SEND LITERATURE |
| DISTRIBUTOR      | INQUIRY ONLY     | PRODUCT B | SEND PRICING    |
| CAN PURCHASE     | INTERESTED BUYER | PRODUCT C | PRESENTATION    |

**TechConnect WORLD 2013**

Company Name

Booth Number

**Limit 22 Characters per Qualifier Code**

1.\_\_\_\_\_

9.\_\_\_\_\_

2.\_\_\_\_\_

10.\_\_\_\_\_

3.\_\_\_\_\_

11.\_\_\_\_\_

4.\_\_\_\_\_

12.\_\_\_\_\_

5.\_\_\_\_\_

13.\_\_\_\_\_

6.\_\_\_\_\_

14.\_\_\_\_\_

7.\_\_\_\_\_

15.\_\_\_\_\_

8.\_\_\_\_\_

16.\_\_\_\_\_

Fax, mail or email this form along with your order form.

Qualifiers will be programmed into your scanner at the event.

Questions? Call or email us: (847)620-4499 | [leads@goeshow.com](mailto:leads@goeshow.com)

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